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MEMORANDUM

To: Agency Contacts for Multi-Tenant Leased Building Janitorial Services

From: Lisa Cavender, State Leasing Manager
Division of Facilities Management

Date: December 12, 2003

Re: Monthly Janitorial Services

The 3-page form on the following pages must be filled out on a monthly basis and submitted by the end of each month to Pete Groce, DFM Leasing Section either by clicking on the "Submit by email" button located at the bottom of the last page or by fax to (573) 522-9506.

In an effort to pay invoices in a more-timely manner, the receipt of this completed form indicating that janitorial services were completed as contracted for each month will authorize the payment of invoices for the designated month. Invoices will no longer be mailed to each agency on a monthly basis for payment approval.

If you have any problems with janitorial service providers that might result in withholding of monthly payments you should indicate any deficiencies in service on the form or contact Pete Groce by telephone at (573) 526-7954 or by email at Grocep@mail.oa.state.mo.us.

If you have any questions, please don't hesitate to contact us.

Thank you for your cooperation and assistance.